SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA

Board Room
Dixon, IL

November 25, 2013
7:00 p.m.

1.0 Call to Order/Roll Call

2.0 Consent Agenda
- 2.1 Approval of Agenda
- 2.2 Approval of Minutes, October 28, 2013
- 2.3 Treasurer's Report
- 2.4 Bills Payable
- 2.5 Payrolls

October 31, 2013	$267,561.31
November 15, 2013	$269,936.55

- 2.6 Budget Report
- 2.7 Disposal of Obsolete Equipment

3.0 Reports/Information
- 3.1 President's Report
- 3.2 Reports/Comments from Board Members
- 3.3 Communication from Visitors
- 3.4 Board Policy Review: Board Policy 407.01 Approval Procedure for Instructional Faculty; Board Policy 408.01 Performance and Compensation of Administrative Personnel and Board Policy 409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination
- 3.5 Board Self-Evaluation

4.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; closed session minutes review and consideration; pending litigation probable or imminent)

5.0 Action Items
- 5.1 2013 Tax Levy
- 5.2 Bid Award – Purchase of Replacement Switches
- 5.3 Bid Award – Purchase of Blinds and Shades
- 5.4 Bid Award – Purchase of Computers
- 5.5 Auditor Request for Proposal
- 5.6 Illinois Local Debt Recovery Program
- 5.7 Board Policy 401.01 Personnel Classifications and Definitions – First Reading
- 5.8 Board Policy - Campus Security – First Reading
- 5.9 President's Evaluation

6.0 Closed Session Minutes Review

7.0 Approval of Closed Session Minutes of October 28, 2013

8.0 Adjournment

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES
November 25, 2013

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on November 25, 2013 in the Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order:	Chair Bollman called the meeting to order at 7:00 p.m. and the following members answered roll call:	
	Andrew Bollman	Lisa Wiersema
	Robert Thompson	Margaret Tyne
	Scott Stoller	Paula Meyer
	Ed Andersen	Student Trustee Brooke Garren
SVCC Staff:	President George J. Mihel Attorney Tony Miller Academic Vice President Alan Pfeifer Director of Business Services Melissa Dye Director of Buildings and Grounds Frank Murphy Director of Human Resources Kathryn Snow Dean of Health Professions Janet Lynch Security Lead Brian Beckman Faculty Jane Hamilton Faculty Catherine Vos Faculty Pam Cunningham Faculty Mary Heitman Faculty Penny Duncan Faculty Christine Vincent Faculty Amy West Administrative Assistant Debra Dillow	
Absent:	None	
Consent Agenda:	It was moved by Member Tyne and seconded by Member Stoller to approve the Consent Agenda. In a roll call vote, all voted aye. Student Trustee advisory Garren vote, aye. Motion carried.	
President's Report:	The Nursing Department provided the Board with information regarding NLN (National Legislative of Nursing) Accreditation. Dr. Mihel also discussed holiday college closings, the upcoming Casino Night, and requested changing the time of the December 16th, Board meeting to 6:00 p.m.	

ICCTA Report:	Chair Bollman discussed recent legislation relating to FOIA, OMA and concealed carry. He indicated that the National Legislative Summit will be held in February in D.C.
Foundation Report:	None
Board Policy Review:	Dr. Mihel reviewed Board Policy 407.01 Approval Procedure for Instructional Faculty; Board Policy 408.01 Performance and Compensation of Administrative Personnel and Board Policy 409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination and will not recommend any changes.
Closed Session:	At 7:40 p.m. it was moved by Member Stoller and seconded by Member Wiersema that the Board go into Closed Session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; closed session minutes review and consideration, pending litigation probable or imminent. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
	The Board returned to regular session at 8:10 p.m.
2013 Tax Levy:	It was moved by Member Thompson and seconded by Member Meyer that the Board approve the 2013 tax levy as presented. In a roll call vote, all vote aye. Student Trustee Garren advisory vote, aye. Motion carried.
Bid Award – Purchase of Replacement Switches:	It was moved by Member Thompson and seconded by Member Tyne that the Board approve the purchase of fourteen Cisco switches, eight uplink modules, and eight optical modules from Network Hardware in the amount of $104,440.00 to be paid from funding bonds. In a roll call vote, all voted aye. Student Trustee advisory Garren vote, aye. Motion carried.
Bid Award – Blinds and Shades:	It was moved by Member Andersen and seconded by Member Stoller that the Board approve the purchase of 44 blinds and 55 roller shades from Contract Décor, Inc. in the total amount of $11,360 to be paid with Protection, Health and Safety funds. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.

Bid Award – Purchase of Desktop Computers:	It was moved by Member Tyne and seconded by Member Meyer that the Board approve the purchase of 70 desktop computers and 40 monitors from CDWG in the amount of $67,285.60 to be paid from funding bonds. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
Auditor Request for Proposals:	It was moved by Member Stoller and seconded by Member Andersen that the Board allow the College to send out requests for proposals for auditing services. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
Illinois Local Debt Recovery Program:	It was moved by Member Meyer and seconded by Member Tyne that the Board approve and sign the intergovernmental agreement allowing the College to participate in the Illinois Local Debt Recovery Program. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
Board Policy 401.01 Personnel Classifications and Definitions – First Reading:	It was moved by Member Stoller and seconded by Member Wiersema that the Board approve the revised Board Policy 401.01 Personnel Classifications and Definitions for first reading. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
Board Policy 517.01 Campus Security:	It was moved by Member Tyne and seconded by Member Stoller that the Board approve the Board Policy 517.01 Campus Security as amended for first reading. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
President's Evaluation:	It was moved by Member Stoller and seconded by Member Thompson that the Board approve a 3.75% salary increase for Dr. George Mihel being retroactive as of July 1, 2013. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.
Closed Session Minutes Review:	It was moved by Member Andersen and seconded by Member Thompson that the Board approve the closed session minutes review recommendations as follows: The Board has determined the closed session minutes of meetings which have been taped recorded pursuant to the Open Meetings Act have been kept in accordance with the requirements of the Open Meetings Act, the tape recordings of the meetings through December 2011, should be destroyed.

The Board, having reviewed its closed session minutes as required by law, keep closed all the minutes that are currently closed with the exceptions as presented by Attorney Miller. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.

Closed Session Minutes of October 28, 2013:

It was moved by Member Stoller and seconded by Member Andersen that the Board approve the closed session minutes of October 28, 2013 as presented. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.

Adjournment:

Since the scheduled business was completed, it was moved by Student Trustee Garren and seconded by Member Thompson that the Board adjourn. In a roll call vote, all voted aye. Student Trustee Garren advisory vote, aye. Motion carried.

The meeting adjourned at 8:40 p.m.

Next Meeting:

The next regular meeting of the Board will be at 6:00 p.m. on December 16, 2013 in the Board Room.

Respectfully submitted,

Lisa L. Wiersema

Lisa Wiersema, Secretary

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
BOARD CHAIR
BOARD SECRETARY
DATE

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of October 31, 2013

CHECKING ACCOUNTS		INTEREST	
INTEREST BEARING ACCOUNTS		RATE	AMOUNT
General Account - Sterling Federal Bank		0.150	$2,797,911.57
Trust Account (Parking lot) - Sterling Federal Bank		0.150	$107,650.00
Illinois Funds - Firstar Bank, Springfield		0.032	7,380,681.97
SUBTOTAL			10,286,243.54
MONEY MARKET			
PMA Financial Network, Inc.		1.000	500,002.48
SFB Investment Center		0.000	951,058.10
SUBTOTAL			1,451,060.58
TOTAL CHECKING ACCOUNTS			$11,737,304.12
INVESTMENTS	MATURITY		
FINANCIAL INSTITUTION	DATE		
Farmers State Bank, Sublette	11-13-2013	0.220	1,000,000
First National Bank, Amboy	01-21-2014	0.150	500,000
Farmers State Bank, Sublette	02-17-2014	0.350	1,010,052
SUBTOTAL			2,510,052
PMA FINANCIAL NETWORK		YIELD	PRICE
Citibank SDA-LOC Savings Deposit		0.100	611,701.18
Federal Home Loan Bank	09-12-2014	1.375	641,604.00
Federal Home Loan Bank	12-12-2014	2.750	498,958.30
Federal Home Loan Bank	12-12-2014	1.250	682,182.00
GE Cap Financial Inc	02-24-2015	1.050	248,922.56
Ally Bank	08-10-2015	1.100	249,302.00
Sallie Mae Bank/Murray	08-10-2015	1.100	249,302.00
Union Bank NA	09-28-2015	1.000	200,924.00
Federal Home Ln Mtg Corp	03-19-2027	3.000	458,645.00
Federal Natl Mtg Assoc	11-26-2027	2.500	524,388.00
Federal Home Loan Mortgage Corp	01-18-2028	3.000	352,128.00
Federal Natl Mtg Assn	07-30-2032	3.550	478,240.00
SUBTOTAL			5,196,297.04
SFB INVESTMENT CENTER - CHALLENGE GRANTS			
Bank of China-NY	04-24-2014	0.400	250,000.00
Safra National Bk of NY	07-31-2014	0.400	250,000.00
Mizuho Corp Bank USA	08-07-2014	0.350	250,000.00
Enterprise Bank	08-28-2014	0.300	250,000.00
State Bank of India-NY	07-29-2015	0.750	250,000.00
			1,250,000.00

SFB INVESTMENT CENTER - FUNDING BONDS

Beal Bank USA	01-22-2014	0.250	250,000.00
Bank of Baroda	01-23-2014	0.300	250,000.00
GE Capital Bank-Salt Lake City, UT	04-21-2014	0.350	250,000.00
Ally Bank	01-26-2015	0.650	250,000.00
Discover Bank	01-26-2015	0.450	250,000.00
Plainscapital Bank	02-17-2015	0.450	250,000.00
Amer Expre Centurion Bank	07-27-2015	0.700	250,000.00
GE Capital Bank-Draper UT	08-10-2015	0.700	250,000.00
			2,000,000.00
TOTAL INVESTMENTS			$10,956,349.42

Sauk Valley Community College
Board of Trustees
November 25, 2013

Summary of Bills Payable	Amount
General Operating Funds	$ 520,455.49

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

BOARD CHAIR

BOARD SECRETARY

DATE ___________

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Tri County Opportunities	01		Tuition Billed to Employer	Refund	3,100.00
State Universities Retirement	01		SURS Payable	Accrued W/H - SURS	31,709.17
Select Employees Credit Union	01		Credit Union Payable	Accrued W/H - Select Employees Credit	3,720.22
SVCC Faculty Association	01		Faculty Association Payable	Accrued W/H Faculty Dues - SVCC	964.57
Meyer, Lydia	01		Wage Garnishment Payable	Accrued W/H - Lydia Meyer	580.00
RRCA-Management	01		Wage Garnishment Payable	Accrued W/H RRCA Accounts Management	166.92
Community Health Charities of	01		United Way Payable	Accrued W/H - Community Health Chariti	27.09
United Way of Lee County	01		United Way Payable	Accrued W/H - United Way Dixon	14.59
United Way of Whiteside County	01		United Way Payable	Accrued W/H - United Way Strlg/RF	48.20
Reliance Standard Life Insuran	01		Optional Life Insurance	Optional Life	726.12
Reliance Standard Life Insuran	01		Optional Disability Insurance	Optional Long Term Disability	770.27
JEM fbo Sauk Valley CC 403b Pl	01		Fidelity Investments	Accrued Annuities	4,155.00
JEM fbo Sauk Valley CC 403b Pl	01		Vanguard	Accrued Annuities	300.00
JEM fbo Sauk Valley CC 403b Pl	01		Valic	Accrued Annuities	150.00
Altamore, Leanna	01		Accounts Payable	Direct Loan	2,475.00
Alumbaugh, Kristin	01		Accounts Payable	Online Refund	504.00
Behrends, Tanner	01		Accounts Payable	Foundation	1,300.00
Bender, Amanda	01		Accounts Payable	Foundation	300.00
Berry, Sarah	01		Accounts Payable	Pell	722.00
Billings, Zachary	01		Accounts Payable	Direct Loan	100.00
Breene, Brittaney	01		Accounts Payable	Online Refund	756.00
Bushman, Jennifer	01		Accounts Payable	Direct Loan	1,732.00
Butts, Colleen .	01		Accounts Payable	Online Refund	20.00
Carroll, Patrick	01		Accounts Payable	Pell/EOG	478.00
Castillo, Elvis .	01		Accounts Payable	Direct Loan	1,485.00
Chacon, Brenan	01		Accounts Payable	Foundation	126.20

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Fitzgerald, April	01		Accounts Payable	Direct Loan	1,300.00
Flores, Tamala	01		Accounts Payable	Online Refund	65.00
Fuller, Tyler	01		Accounts Payable	Direct Loan	1,320.00
Funderberg, Rebekah	01		Accounts Payable	Online Refund	309.00
Funderberg, Rebekah	01		Accounts Payable	Online Refund	937.00
Griswold, Dawn	01		Accounts Payable	Online Refund	65.00
Haggard, Zachary	01		Accounts Payable	Foundation	250.00
Heerdt, Chelsea	01		Accounts Payable	Direct Loan	990.00
Hendrix, Marque	01		Accounts Payable	Direct Loan	1,236.00
Hibbard, Kelsey	01		Accounts Payable	Foundation	150.00
Hughes, Stacia .	01		Accounts Payable	Online Refund	30.00
Hunter, Rebecca	01		Accounts Payable	Pell	1,583.00
Hunter, Rebecca	01		Accounts Payable	Pell	50.00
Kane, Paul	01		Accounts Payable	Online Refund	40.00
Kane, Rebecca .	01		Accounts Payable	Online Refund	40.00
Karrow, Kala	01		Accounts Payable	Reissue check	500.00
Koch, Payton	01		Accounts Payable	Direct Loan	2,940.00
Langner, Jordann	01		Accounts Payable	Foundation	329.00
Meeks, Erika .	01		Accounts Payable	Pell	2,823.00
Meurs, Waylon	01		Accounts Payable	Pell	1,149.00
Morrissey, Darla	01		Accounts Payable	Online Refund	35.00
Munroe, Chance	01		Accounts Payable	Pell	1,140.79
Nagy, Elizabeth .	01		Accounts Payable	Online Refund	35.00
Naylor, Nicholas	01		Accounts Payable	Pell	706.00
Naylor, Nicholas	01		Accounts Payable	Pell	1,292.00
Naylor, Nicholas	01		Accounts Payable	Pell	1,364.00

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Nicklaus, Carol	01		Accounts Payable	Online Refund	5.00
Nyberg, Andrew	01		Accounts Payable	Direct Loan	1,980.00
O'Connor, Joseph	01		Accounts Payable	Pell	512.00
Osborn, Marci	01		Accounts Payable	Direct Loan	1,237.00
Payton, Demarcus .	01		Accounts Payable	Direct Loan	1,256.48
Phillips, Ling	01		Accounts Payable	Pell	114.00
Rodriguez, Kathy .	01		Accounts Payable	Pell	619.00
Rosas, John .	01		Accounts Payable	Direct Loan	1,732.00
Royer, Rhonda .	01		Accounts Payable	Online Refund	50.00
Schaver, Andrew	01		Accounts Payable	Foundation	675.00
Schmidt, Hannah	01		Accounts Payable	Online Refund	43.00
Snyder, Austin	01		Accounts Payable	Foundation	375.00
Sopher, Dakota	01		Accounts Payable	Pell	570.00
Tegeler, Jacob	01		Accounts Payable	Foundation	750.00
Terranova, Stephanie .	01		Accounts Payable	Online Refund	65.00
Villegas, Jamie	01		Accounts Payable	Pell	154.61
Wetzell, Kirstin	01		Accounts Payable	Pell	691.00
Williams, Kwonna .	01		Accounts Payable	Direct Loan	1,371.00
Williams, Kwonna .	01		Accounts Payable	Direct Loan	141.71
Yardley, Joshua	01		Accounts Payable	Pell	1,536.00
Yardley, Joshua	01		Accounts Payable	Direct Loan	1,732.00
Zuidema, Brennah	01		Accounts Payable	Foundation	180.00
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch Sales Oct 2013	5,359.14
Lee/Ogle Transportation Syste	01		Lee Bus payable	Bus Sales October 2013	40.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Fees	1,395.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Fees	1,386.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Fees	4,670.45
American Assn of Community Col.	01	Board of Trustees	Publications and Dues	Fy 14 Annual Dues	3,490.00
Fifth Third Bank	01	Board of Trustees	Publications and Dues	Survey Monkey	24.00
Sauk Valley Media	01	Board of Trustees	Advertising	Blind & Shade Bids	50.05
Sauk Valley Media	01	Board of Trustees	Advertising	Invitation for Bid Computers	1,124.19
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Conference for ACCT/ICCTA	1,514.03
Fifth Third Bank	01	President's Office	Other Conference & Meeting	Presidents Meeting/Meeting P Dillon	85.19
Chacon, Dana	01	Marketing Office	Office Supplies	Large Envelopes	19.83
Imprint Inc.	01	Marketing Office	Advertising	Decals	908.40
Dixon Area Chamber of Commerce	01	Marketing Office	Advertising	2013 Radio Day Package	96.00
NRG Media LLC	01	Marketing Office	Advertising	Monthly Advertising	1,285.00
New Millenium Directories Inc.	01	Marketing Office	Advertising	Sauk Valley Directory	170.00
Pinney Printing Company	01	Marketing Office	Advertising	Alumni Newsletter	4,399.00
Sauk Valley Media	01	Marketing Office	Advertising	Truck Driving Classes	925.70
Sauk Valley Media	01	Marketing Office	Advertising	Monthly Advertising	1,110.70
Seven 11 Productions	01	Marketing Office	Advertising	Commercial Production	350.00
Turnroth Sign Co, Inc	01	Marketing Office	Advertising	October Outdoor Advertising	2,445.00
Valu Chic	01	Marketing Office	Advertising	Qtr Page Advertising	300.00
WLLT	01	Marketing Office	Advertising	Radio Advertising	370.00
WQAD TV	01	Marketing Office	Advertising	TV Ads	2,900.00
WZOE Radio	01	Marketing Office	Advertising	Radio Advertising	495.50
Withers Broadcasting	01	Marketing Office	Advertising	Radio Advertising	764.18
Withers Broadcasting	01	Marketing Office	Advertising	Monthly Radio Spots	764.18
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Sply	274.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	45.90
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	283.79

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply C75M2	1,161.66
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	134.86
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	413.18
Midland Paper	01	Printshop	Other Supplies	Paper	4,720.00
Midland Paper	01	Printshop	Other Materials and Supplies	Paper	306.86
Carney, Anita	01	Career Services	Conference/Meeting Expense	Travel-Area Site Visits	190.97
Miller, Sharri	01	Community Outreach	Office Supplies	Envelopes	14.93
SVCC Foundation	01	Community Outreach	Office Supplies	Labels	44.82
Miller, Sharri	01	Community Outreach	Conference/Meeting Expense	Travel-Moraine Valley Directors Meetin	122.04
Consolidated Management Co	01	Community Outreach	Other Conference & Meeting	Meeting 10/23/13	178.75
Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
Pfeifer, Alan	01	VP-Academics	Conference/Meeting Expense	Travel-Conference Heartland	123.74
Vincent, Christine	01	Professional Development	Tuition Reimbursement	Tuition Reimbursement Spr 2013 (8)	920.00
Conderman, Carrie	01	Professional Development	Conference/Meeting Expense	Travel-ICTM Conference	203.57
Dulabaum, Nina	01	Professional Development	Conference/Meeting Expense	Travel-ICCFA Conference	458.06
Fifth Third Bank	01	Professional Development	Conference/Meeting Expense	ICTM Conference	270.00
Fifth Third Bank	01	Physical Education	Instructional Supplies	American Red Cross	373.98
Edleman, Paul	01	Political Science	Publications and Dues	Membership APSA/Subscription Foreign P	167.99
Red Canyon Systems Inc	01	Office & Administrative Services	Maintenance Services	FY 14 Annual License	285.00
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Monthly Charges	58.15
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Xerox Charges OAS Lab	58.15
MCM Electronics	01	Electrical	Instructional Supplies	VGA Adapter & Media	197.15
ESCO Institute LTD.	01	HVAC	Instructional Supplies	Testing	140.00
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Torch Body	1,179.81
Carlson, Christopher	01	Sustainable Energy	Instructional Supplies	Materials from Menards	63.41
Scantron Corporation	01	Testing Center	Office Supplies	Scantron Sheets	2,366.15

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Fifth Third Bank	01	Testing Center	Conference/Meeting Expense	ACT Compass Conf/Hampton Inn	308.28
Fiorini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel- Whiteside ROE/Wallace	15.82
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Exam Gloves	293.29
Accurate Biometrics, Inc	01	Nurse Assistant	Consultants	CNA re-cert	30.00
SourceOne Healthcare Technolog	01	Radiologic Technology	Maintenance Services	Semester shut down - labor	120.00
Jim Coleman, Ltd	01	Radiologic Technology	Instructional Supplies	Pens	85.18
Berry, Ann	01	Radiologic Technology	Conference/Meeting Expense	Travel- Clinical Site Vists	158.20
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel - clinical site visits	474.04
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits	590.43
Vinnedge, Vickie	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits	510.76
Vinnedge, Vickie	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits	510.19
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	EMS Clinical F 2013	1,861.20
Xerox Corporation	01	Fire Science Program	Maintenance Services	Monthly Charges	75.24
Ace Hardware	01	Fire Science Program	Instructional Supplies	6 Gal Compressor	158.88
The Scope Shoppe Inc	01	Biology	Maintenance Services	Microscope Maintenance	1,400.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	515.04
Wood, Therese	01	Biology	Instructional Supplies	Biology Supplies	83.22
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Monthly Gases	9.00
Sigma-Aldrich Chemical Company	01	Chemistry	Instructional Supplies	Chemistry Supplies	136.09
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Wal-Mart	-57.55
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	2,591.65
EBSCO	01	Learning Resource Center	Books and Binding Costs	E-Books	68.99
Sauk Valley Media	01	Learning Resource Center	Publications and Dues	FY 14 Reneeal Sterling	224.20
USA Today	01	Learning Resource Center	Publications and Dues	USA Today 11/13-11/14	283.05
Blackboard Inc	01	Academic Computing	Other Contractual Services	Maintenance	2,177.56

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Harland Technology Services	01	Academic Computing	Other Contractual Services	Scan Tools Software Agreement	240.00
CDW-G	01	Academic Computing	Instructional Supplies	HDMI Adapter	25.65
CDW-G	01	Academic Computing	Instructional Supplies	LaserJet Printers	1,163.72
CDW-G	01	Academic Computing	Instructional Supplies	Intel Drives	544.60
CDW-G	01	Academic Computing	Instructional Supplies	LVO Think Centre	3,915.84
Staples	01	Academic Computing	Instructional Technology Materia	Office Supplies	71.45
Baker, Molly	01	Academic Computing	Conference/Meeting Expense	ILCCO Steering Committee	57.61
Baker, Molly	01	Academic Computing	Conference/Meeting Expense	Travel - POD Network Conference	536.59
Fifth Third Bank	01	Academic Computing	Conference/Meeting Expense	POD Network Conference	565.00
Advantage Financial Services	01	Administrative Computing	Other Contractual Services	Filebound Monthly Service	3,296.32
Ellucian Company LP	01	Administrative Computing	Other Contractual Services	Oracle & Banner Maintenance	78,193.00
Four Winds Interactive LLC	01	Administrative Computing	Other Contractual Services	FY 14 Annual Maintenance	1,710.00
CDW-G	01	Administrative Computing	Office Supplies	Wireless Keyboard & Trackball	89.68
CDW-G	01	Administrative Computing	Office Supplies	ThinkPad Tablet Pen	94.90
CDW-G	01	Administrative Computing	Office Supplies	HP & Ink	729.82
CDW-G	01	Administrative Computing	Office Supplies	Wacom Tablet	69.82
Fifth Third Bank	01	Administrative Computing	Office Supplies	Amazon	123.39
Staples	01	Administrative Computing	Office Supplies	Office Supplies	97.40
Toner Tech Plus	01	Administrative Computing	Office Supplies	Laserjet Ink	1,723.35
Illinois Council of Comm Colle	01	Administrative Computing	Conference/Meeting Expense	Conference Fee	224.00
ALternative Communication Serv	01	Special Needs- ADA	Other Contractual Services	CART Services	1,575.00
Austin, Patricia	01	Special Needs- ADA	Other Contractual Services	Alternative Text Creation	225.75
Austin, Patricia	01	Special Needs- ADA	Other Contractual Services	Alternative Text Creation	472.50
Austin, Patricia	01	Special Needs- ADA	Other Contractual Services	Alternative Text Creation	236.25
AHEAD (Assoc on Higher Educati	01	Special Needs- ADA	Publications and Dues	Professional Membership	245.00
RK Dixon	01	Recruiting	Maintenance Services	Copier Charges	65.92

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Kaleel's Clothing & Printing	01	Recruiting	Other Supplies	Polo Shirts	153.00
Jiminez, Taylor	01	Recruiting	Conference/Meeting Expense	Travel - College and Career Nights	82.94
Partington, Sarah	01	Recruiting	Conference/Meeting Expense	Travel-Area Recruiting Sites	39.55
Partington, Sarah	01	Recruiting	Conference/Meeting Expense	Travel-Recruiting/College Night	75.15
Fifth Third Bank	01	Recruiting	Other Conference & Meeting	Wal-Mart (Counselor Brkfst)	40.88
Partington, Sarah	01	Recruiting	Other Conference & Meeting	Travel- Area Site Meetings	63.28
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43
Scrip-Safe Security Products I	01	Admissions, Records & Placement	Office Supplies	Monthly Delivered Transcripts	41.80
Medema, Pamela	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel - IACRAO Annual Conference	637.56
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43
Dye, Melissa	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement F 2013	345.00
Miller, Sharri	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement F 2013	345.00
Federal Express Corp	01	Other Institutional	Postage	Mailing Charges	75.46
Fifth Third Bank	01	Other Institutional	Postage	Dixon PO/Pitney Bowes	378.23
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	304.97
Triton College	01	Other Institutional	Conference/Meeting Expense	NIN Conference Fee	200.00
Xerox Corporation	01	Contingency	Interest	Copier Lease Payment-Interest	140.40
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Kiplinger Tax Letter	01	Business Office	Publications and Dues	Tax Letter	38.00
Breed, Nancy	01	Business Office	Conference/Meeting Expense	Travel- Polo/College of DuPage	109.61
Stees, Deanna	01	Business Office	Conference/Meeting Expense	Travel- ICCO Mtg	176.35
Parkland College	01	Tuition Chargeback	Tuition Chargeback	F 2013 Chargeback	2,946.24
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fees	150.00
People Admin Inc	01	Personnel Office	Other Materials and Supplies	L-Dap	1,000.00
Sauk Valley Media	01	Personnel Office	Recruitment	Truck Driving Classes	911.07

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	October Winners	63.83
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
Education To Go	010100	CCS Personal Workshops	Consultants	Ed2go Classes Sept 2013	130.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Word-Level I	136.50
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel-Level 1	225.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel Level II	450.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel Advanced Formulas	225.00
Mandernach, Patricia .	010100	CCS Personal Workshops	Consultants	Campanion Dog Training	670.00
Treter, Jean .	010100	CCS Personal Workshops	Consultants	Wilton Cake Decorating III	35.00
Treter, Jean .	010100	CCS Personal Workshops	Consultants	Candy Making	50.00
Volker, Richard H .	010100	CCS Personal Workshops	Consultants	Decision Time Medicare/Medicade	150.00
RK Dixon	010100	CCS Personal Workshops	Maintenance Services	Copier Charges	44.49
ACT INC	010100	CCS Personal Workshops	Instructional Supplies	WorkKeys	8.50
Fifth Third Bank	010100	CCS Personal Workshops	Advertising	Facebook	19.76
Sauk Valley Media	010100	CCS Personal Workshops	Advertising	Truck Driving Classes	263.55
Fifth Third Bank	010100	CCS Personal Workshops	Other Conference & Meeting	ABE Lincoln Museum	140.00
Fifth Third Bank	02	Maintenance	Maintenance Services	UPS Freight	92.37
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water Treatment	832.15
Hill's Electric Motor Service	02	Maintenance	Maintenance Services	GE10HP Job#8047, 6307 Bearing, insulat	155.50
Holman Boiler Works Inc	02	Maintenance	Maintenance Services	Repairvl, Disc replaced	2,530.00
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Pest Control	150.00
State of Illinois	02	Maintenance	Maintenance Services	Certificate Fee & State Inspection	95.00
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Steam Boiler	121.13
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Maintenance Supplies	262.50
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Lights	82.37
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Guardian Industrial/ASCO Services	1,110.59

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Grainger	02	Maintenance	Maintenance Supplies	Sign Holder, Gloves	160.74
Grainger	02	Maintenance	Maintenance Supplies	Screwdriver Bit Set	11.52
H-O-H Water Technology Inc	02	Maintenance	Maintenance Supplies	15 Gallon Drum	446.30
Holman Boiler Works Inc	02	Maintenance	Maintenance Supplies	Analog Input Module	495.38
Holman Boiler Works Inc	02	Maintenance	Maintenance Supplies	Kit Gasgets Fireside, Gasket Handhole,	719.10
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	11.61
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	122.17
AAA Certified Confidential Sec	02	Custodial	Maintenance Services	Confidential Material Destroyed	136.68
AmSan LLC	02	Custodial	Maintenance Supplies	Supplies	232.59
AmSan LLC	02	Custodial	Maintenance Supplies	Citrus Solvent Cleaner, Trigger Spraye	596.76
Fifth Third Bank	02	Custodial	Maintenance Supplies	MICHO/Floor Care/Webstraunt/Floor Clea	1,227.32
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	25.26
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	22.58
Jeff's Automotive	02	Grounds	Maintenance Services	Repair F 350 Dump truck	557.11
Ace Hardware	02	Grounds	Maintenance Supplies	Ground Supplies	15.52
Bonnell Industries Inc	02	Grounds	Maintenance Supplies	Pulley/Spinner Shaft	118.75
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	65.91
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	66.35
Timber Industries LLC	02	Grounds	Maintenance Supplies	Hardwood Mulch	960.00
Zarnorth Brush Works Inc	02	Grounds	Maintenance Supplies	Poly Wafer	688.40
Nicor Gas	02	Utilities	Gas	Gas Bill 27-49-23-2000 0	425.00
Ameren Energy Marketing Compan	02	Utilities	Electricity	Electricity	15,762.75
Commonwealth Edison	02	Utilities	Electricity	Electric Bill - Acct 1862230001	7,265.84
Commonwealth Edison	02	Utilities	Electricity	Acct 2151268005	35.34
City Of Dixon	02	Utilities	Water, Sewer	Septic Testing	51.00
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Water Testing	425.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	1,955.03
Comcast	02	Utilities	Telephone	Monthly Service	5,609.39
Essex Telecom Inc.	02	Utilities	Telephone	Monthly Telephone Bill	2,769.30
United States Cellular	02	Utilities	Telephone	Cell Phone College Van	24.97
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cellphone Usage	141.82
Moring Disposal Inc	02	Utilities	Refuse Disposal	Disposal	306.00
Xerox Corporation	02	Building and Grounds Administrat	Maintenance Services	Monthly Charges	49.07
Xerox Corporation	02	Building and Grounds Administrat	Maintenance Services	Xerox Charges	15.00
Murphy, Frank	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel- U of I Conference	432.11
Complete Electrical Contractor	03	Operations & Maintenance- Restri	Building Remodeling	Safety Electrical Upgrades	875.00
Fifth Third Bank	03	Operations & Maintenance- Restri	Building Remodeling	RELECTRIC	812.00
Midwest Environmental Consulti	03	Operations & Maintenance- Restri	Building Remodeling	Air Monitoring 7/29/13	6,500.00
T D Kurtz Glass	03	Operations & Maintenance- Restri	Building Remodeling	2013 Window Replacement	26,669.00
Tri-City Electric Co.	03	Operations & Maintenance- Restri	Building Remodeling	Final Billing Phase 3 Safety Communica	64,049.62
Tri-City Electric Co.	03	Operations & Maintenance- Restri	Building Remodeling	Phase 2 Safety Communications	12,913.51
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Roof Replacement	1,146.25
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	373.23
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	3 Yr Onsite	151.05
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	THinkPad & Memory Stic	884.45
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	LVO Desktop	1,712.64
ATI (Assessment Technologies I	030200	Fund Bond- Facilities	Building Remodeling	Current ONSSI Basic License	3,533.00
Marv Lofgren & Son Contractors	030200	Fund Bond- Other	Building Remodeling	Construction-Info/Security Center	8,200.00
Turnroth Sign Co, Inc	030200	Fund Bond- Other	Building Remodeling	SIgn for Information/Security	698.55
Kurtz, Anna	050600		Petty Cash	petty cash for fall show	200.00
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Bruns, Lenny .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Bruns, Lenny .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Burch, Timothy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Carrell, Bradley .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Cheeseman Coaches, Inc	050600	Men's Basketball	Other Contractual Services	Bus MalcolmX/Chicago	415.00
Gilmore, Todd .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Hansen, Steve .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Jones, Rocky .	050600	Men's Basketball	Other Contractual Services	Womens Basketball Game	130.00
King, Don .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
King, Don .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
King, Ron .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Larsen, Fritz .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Leitner, Randy .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Mahan, Nicholas	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Mahan, Nicholas	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Mahan, Nicholas	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Moore, Kevin	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Petersen, Timothy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Schreiner, Corky .	050600	Men's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Stone, Donald	050600	Men's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Strating, James A .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Strating, James A .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Strating, James A .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Trone, Chris .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Worthington, Patrick .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	60.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Worthington, Patrick .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Worthington, Patrick .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	40.00
Worthington, Patrick .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Yoder, Mark .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Sauk Valley Media	050600	Men's Basketball	Other Supplies	Basketball Pocket Schedules	77.50
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	Basketball Reversible Jersey's	843.63
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	Basketball Jersy's with Logo	966.77
Oakton Community College	050600	Cross Country	Other Materials and Supplies	Refund for Cross Country Invite 10/19/	50.00
Economy Trophy Co	050600	Cross Country	Other Conference & Meeting	Trophies for the Cross Country Meet	99.00
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel-Golf Meets thru 11/2/13	399.47
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel - National Cross Country	379.97
Breedlove's Sporting Goods Inc	050600	Cross Country	Other	Golf Tees	208.00
Williams, David	050600	Golf	Other Conference & Meeting	Travel- Region IV Golf	144.23
Blackburn, Jan .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Blackburn, Jan .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Bolton, Natalian .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Cheeseman Coaches, Inc	050600	Women's Basketball	Other Contractual Services	Bus MalcolmX/Chicago	415.00
Deatherage, Stanley	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Durbin, David .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Mahan, Nicholas	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Mahan, Nicholas	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Strating, James A .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Strating, James A .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Wiersema Charter Service	050600	Women's Basketball	Other Contractual Services	WBB Charter to Olive Harvey	780.00
Wiersema Charter Service	050600	Women's Basketball	Other Contractual Services	WBB bus to South Suburban/South Hollan	800.00
Worthington, Patrick .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Worthington, Patrick .	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Sauk Valley Media	050600	Women's Basketball	Other Supplies	Basketball Pocket Schedules	77.50
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies	WBB Travel Tops & Supplies	3,469.03
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Travel- Rock Valley Jamboree	279.31
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Travel - Team Outing	369.74
Kipping, Sara	050600	Women's Tennis	Other Conference & Meeting	Travel- Regional Moraine Valley	1,107.71
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Softball Jersey's	165.50
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Helmets & Face Guards	396.41
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Uniforms	364.50
Downtown Sports	050600	Women's Volleyball	Other Supplies	Athletic Tape	78.95
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Travel-Burlington IA	604.16
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Traavel-BlackHawk East	626.79
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Flowers Sophmore Nite	42.70
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Travel-VB Match Oglesby	130.76
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Travel - VB Match	115.65
Lowe, Robert	050600	Women's Volleyball	Other Conference & Meeting	Travel- COD & Kirkwood	166.76
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Monthly Towel Service	492.30
PROformance Physical Therapy &	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	55.00
PROformance Physical Therapy &	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	110.00
PROformance Physical Therapy &	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	110.00
PROformance Physical Therapy &	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	110.00
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Drug Testing	156.00
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Testing Services	312.00
Fifth Third Bank	050600	Student Activities	Consultants	Comfort Inn	144.30
Medrano, Gustavo	050600	Student Activities	Consultants	DJ Services Halloween Dance	300.00
Stopulos Music LLC	050600	Student Activities	Consultants	11/18/13 Tim Stop Concert Fee	300.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Staples	050600	Student Activities	Other Materials and Supplies	Office Supplies	132.92
Nat'l Assoc for Campus Activit	050600	Student Activities	Conference/Meeting Expense	Conference Fee	1,686.00
Fifth Third Bank	050600	Student Activities	Other Conference & Meeting	Wal-Mart	79.54
Mama Cimino's	050600	Student Activities	Other Conference & Meeting	Halloween Dance	270.00
Fifth Third Bank	050600	Student Government	Other Materials and Supplies	Quad City Laminating	190.00
Fifth Third Bank	050600	Student Government	Other Conference & Meeting	MaMa Cimino's	120.00
Fifth Third Bank	050600	Drama	Other Materials and Supplies	Paper Mate	80.32
Kitzman's Dixon	050600	Drama	Other Materials and Supplies	Theatre Supplies	96.16
Fifth Third Bank	050800	Transportation	Maintenance Services	Jeff's Auto/Slim & Hanks	404.95
Ace Hardware	050800	Transportation	Vehicle Supplies	Keys	1.89
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-PASS	170.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Gas for College Vans	1,045.04
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	18,250.32
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	11,682.38
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	669.60
Butler Benefit Service Inc	051000	Medical Insurance	Adminstrative Costs	Administrative	4,335.40
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,936.88
Reliance Standard Life Insuran	051000	Medical Insurance	Life & AD&D	Life Insurance	1,089.06
Constant Contact	062056	ICCB Adult Ed-Federal Basic	Advertising	FY 14 Subscription Renewal	126.00
Sauk Valley Media	062056	ICCB Adult Ed-Federal Basic	Advertising	Adult Ed Advertising	527.10
Consolidated Management Co	062056	ICCB Adult Ed-Federal Basic	Other Conference & Meeting	APC Meeting	10.00
Consolidated Management Co	062056	ICCB Adult Ed-Federal Basic	Other Conference & Meeting	Professional Development Meeeting	139.80
Verizon Wireless	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	Monthly Internet	76.02
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instrc	Maintenance Services	Copier Charges	103.20
Illinois State University	062066	ICCB Bridging the Gap	Conference/Meeting Expense	Conference Fee	160.00
Tavitas, Lisa	062066	ICCB Bridging the Gap	Conference/Meeting Expense	Travel- Conference	372.28

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	562.58
Mewhirter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-NIU Campus Visit	70.87
Mewhirter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	WIUQC Campus Visit	34.61
West, Joshua	063011	Student Support Services Grant	Conference/Meeting Expense	U of I Campus Visit	82.02
Fifth Third Bank	063011	Student Support Services Grant	Other Conference & Meeting	Quad City Laminating	190.00
Fifth Third Bank	063011	Student Support Services Grant	Other Conference & Meeting	Shell Oil/Huffy's/UIC Parking/Enterpri	219.59
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	95.27
State Universities Retirement	063020	Perkins IIc	SURS	Matching Funds	58.53
Consolidated Management Co	063020	Perkins IIc -Collaboration	Other Conference & Meeting	Workforce Council Meeting	205.00
Verbout, Jane	063020	Perkins IIc -Professional Develo	Conference/Meeting Expense	Travel- Lincoln Land CC	199.44
State Universities Retirement	063020	Perkins IIc -Special Populations	SURS	Matching Funds	194.56
Quill Corporation	063020	Perkins IIc -Special Populations	Instructional Supplies	Black Ink & Office Supplies	158.30
Mandrell, Jonathan	063031	Local Prog of Study Imp grant	Other Conference & Meeting	PTR Meeting 10/30/13	68.90
Imprint Inc.	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Members Uniforms	440.37
Arthur's Garden Deli	063075	IDHS AmeriCorps - Member Activit	Other	Service Project / Pumpkin Dash	67.00
Illinois Public Health Associa	063075	IDHS AmeriCorps - Member Activit	Other	Fee for OnCorp Programs	600.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	243.22
Great American Opportunities,	101080	Rad Tech Senior	Other	Candy Bar Fundraiser	490.00
Bumba, Jennifer	101280	Volleyball Club	Other	Imprint on T-Shirts	30.00
McGladrey LLP	11	Audit	Audit Services	Audit 2013 Financial Statements	10,784.00
American DataBank LLC	12	Risk Management	Consultants	Background Check	393.00
TS Staffing Services Inc	12	Risk Management	Consultants	Drug Testing	78.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.88
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	33.03
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,085.06
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security 10/12 and 10/19	540.00

Sauk Valley Community College
Check Register
From 10/24/13 To 11/25/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Ace Hardware	12	Public Safety	Other Supplies	Keys	13.65
Altorfer Inc	12	Public Safety	Other Supplies	Key Set	5.02
Fifth Third Bank	12	Public Safety	Other Supplies	Northern Safety & Industrial	87.01
Human Factor Resesrch Group In	12	Public Safety	Other Supplies	Defensive Tatics	82.00
Consolidated Management Co	12	Public Safety	Other Conference & Meeting	Meeting 10/23/13	35.65
				BANK ACCOUNT 1 TOTAL:	520,455.49
				ALL ACCOUNTS TOTAL:	520,455.49

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

EDUCATION FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Local Governmental Sources	1,564,475	3,910,000	40.0%	1,611,170	-2.9%	3,871,689
State Governmental Sources	269,798	2,577,465	10.4%	-130,372	306.9%	2,711,379
Federal Governmental Sources	375	8,000	4.6%	964	-61.1%	8,211
Student Tuition and Fees	2,559,206	4,907,300	52.1%	2,552,486	.2%	4,658,900
Sales and Service	62,147	155,000	40.1%	60,052	3.4%	142,962
Investment Revenue	1,061	20,000	5.3%	3,504	-69.7%	8,095
Other Revenues	2,597	1,020,000	.2%	4,412	-41.1%	2,394,581
TOTALS	4,459,662	12,597,765	35.4%	4,102,218	8.7%	13,795,819
Expenditures						
Salaries	2,097,278	7,257,878	28.9%	2,033,007	3.1%	6,801,391
Employee Benefits	525,954	2,617,434	20.0%	556,265	-5.4%	4,053,670
Contractual Services	237,814	487,040	48.8%	125,101	90.1%	543,903
General Materials and Supplies	248,005	853,387	29.0%	272,579	-9.0%	774,086
Conference & Meeting	25,897	161,990	15.9%	38,520	-32.7%	125,459
Fixed Charges	431			546	-21.0%	2,017
Other Expenditures	386,914	1,000,000	38.6%	359,357	7.6%	1,398,229
TOTALS	3,522,297	12,377,729	28.4%	3,385,377	4.0%	13,698,757
Transfers						
Transfers to Other Funds		219,000				191,200
Transfers From Other Funds						-1,101,313
CHANGE IN NET ASSETS	937,365	1,036		716,840		1,007,174
FUND BALANCE	7,754,910					6,817,545

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

OPERATION AND MAINTENANCE FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Local Governmental Sources	191,873	476,900	40.2%	194,109	-1.1%	474,142
State Governmental Sources	25,952	304,338	8.5%	-16,117	261.0%	320,098
Student Tuition and Fees	284,950	523,100	54.4%	283,634	.4%	514,758
Facilities Revenue	1,210			835	44.9%	6,400
Investment Revenue	20	500	4.1%	1	805.5%	2,111
Other Revenues	6,531	110,000	5.9%	8,095	-19.3%	216,115
TOTALS	510,537	1,414,838	36.0%	470,556	8.5%	1,533,626
Expenditures						
Salaries	193,835	588,853	32.9%	184,486	5.0%	570,636
Employee Benefits	72,928	331,987	21.9%	76,617	-4.8%	442,779
Contractual Services	18,160	77,650	23.3%	29,884	-39.2%	92,763
General Materials and Supplies	44,453	101,700	43.7%	26,802	65.8%	91,564
Conference & Meeting	757	3,500	21.6%	1,124	-32.6%	2,909
Fixed Charges	54,102	55,000	98.3%	52,559	2.9%	52,636
Utilities	97,169	484,500	20.0%	117,813	-17.5%	480,852
Capital Outlay				652		
TOTALS	481,406	1,643,190	29.3%	489,939	-1.7%	1,734,142
Transfers						
Transfers From Other Funds		-229,000				-191,200
CHANGE IN NET ASSETS	29,131	648		-19,383		-9,316
FUND BALANCE	29,244					113

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

OPERATION & MAINTENANCE- RESTRICTED	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Local Governmental Sources	284,864	770,000	37.0%	323,489	-11.9%	790,209
Investment Revenue	394	5,000	7.8%	749	-47.3%	6,927
Other Revenues	12,900	30,000	43.0%	7,500	72.0%	34,338
TOTALS	298,159	805,000	37.0%	331,739	-10.1%	831,475
Expenditures						
Salaries				423		423
Contractual Services	3,929				0.0%	60,951
General Materials and Supplies	45,587	210,229	21.6%	89,239	-48.9%	322,888
Conference & Meeting	35				0.0%	
Capital Outlay	540,522	1,431,385	37.7%	1,407,678	-61.6%	3,165,397
TOTALS	590,074	1,641,614	35.9%	1,497,340	-60.5%	3,549,660
CHANGE IN NET ASSETS	-291,915	-836,614	35.9%	-1,165,601	-60.5%	-2,718,185
FUND BALANCE	3,274,453					3,566,368

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

BOND AND INTEREST FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Local Governmental Sources	750,181	1,646,100	45.5%	733,403	2.2%	1,786,972
Investment Revenue	139	1,000	13.9%	247	-43.4%	620
TOTALS	750,321	1,647,100	45.5%	733,651	2.2%	1,787,592
Expenditures						
Contractual Services	14,482	15,000	96.5%	14,482	0.0%	14,482
Fixed Charges	17,080	1,796,441	.9%	25,355	-32.6%	1,730,431
TOTALS	31,563	1,811,441	1.7%	39,838	-20.7%	1,744,914
CHANGE IN NET ASSETS	718,758	-164,341	1.7%	693,812	-20.7%	42,678
FUND BALANCE	1,777,315					1,058,557

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

AUXILIARY ENTERPRISES FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Student Tuition and Fees	134,273	240,000	55.9%	136,026	-1.2%	247,322
Sales and Service	11,951	39,700	30.1%	11,322	5.5%	38,096
Facilities Revenue	49,501	110,000	45.0%	52,340	-5.4%	97,474
Investment Revenue	900	2,000	45.0%	760	18.4%	1,197
Other Revenues	699,694	2,138,000	32.7%	733,147	-4.5%	2,262,215
TOTALS	896,321	2,529,700	35.4%	933,596	-3.9%	2,646,306
Expenditures						
Salaries	41,692	130,703	31.9%	38,459	8.4%	120,021
Employee Benefits	3,902	10,016	38.9%	4,136	-5.6%	54,584
Contractual Services	768,981	2,225,540	34.5%	667,076	15.2%	2,076,615
General Materials and Supplies	22,542	73,685	30.5%	30,016	-24.9%	64,772
Conference & Meeting	17,773	64,683	27.4%	16,824	5.6%	48,384
Fixed Charges	48,622	49,122	98.9%	26,505	83.4%	26,813
Other Expenditures	208				0.0%	312
TOTALS	903,722	2,553,749	35.3%	783,018	15.4%	2,391,503
Transfers						
Transfers to Other Funds						
Transfers From Other Funds						
CHANGE IN NET ASSETS	-7,401	-24,049		150,578		254,802
FUND BALANCE	1,548,648					1,556,050

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

RESTRICTED PURPOSES FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
State Governmental Sources	20,611	710,393	2.9%	54,777	-62.3%	794,712
Federal Governmental Sources	2,652,089	5,735,139	46.2%	2,673,835	-.8%	5,658,599
Investment Revenue	6	20,000	%	-3,599	100.1%	4,425
Other Revenues	56,900	130,775	43.5%	58,583	-2.8%	163,657
TOTALS	2,729,608	6,596,307	41.3%	2,783,596	-1.9%	6,621,395
Expenditures						
Salaries	236,727	897,187	26.3%	266,283	-11.1%	882,856
Employee Benefits	32,415	109,595	29.5%	37,321	-13.1%	104,776
Contractual Services	10,182	41,965	24.2%	20,520	-50.3%	52,547
General Materials and Supplies	21,671	100,579	21.5%	27,631	-21.5%	90,251
Conference & Meeting	11,711	60,960	19.2%	9,775	19.8%	45,337
Capital Outlay	33,235	1,014,345	3.2%		3.2%	5,882
Other Expenditures	2,685,999	5,386,196	49.8%	2,826,316	-4.9%	5,528,810
TOTALS	3,031,943	7,610,827	39.8%	3,187,848	-4.8%	6,710,462
Transfers						
Transfers to Other Funds						1,101,313
Transfers From Other Funds						
CHANGE IN NET ASSETS	-302,335	-1,014,520		-404,252		-1,190,380
FUND BALANCE	929,763					1,232,098

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

WORKING CASH FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Investment Revenue	230	10,000	2.3%	508	-54.6%	2,569
TOTALS	230	10,000	2.3%	508	-54.6%	2,569
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		10,000				
CHANGE IN NET ASSETS	230			508		2,569
FUND BALANCE	2,497,244					2,497,014

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

TRUST AND AGENCY FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Other Revenues	19,254			15,867	21.3%	65,159
TOTALS	19,254			15,867	21.3%	65,159
Expenditures						
General Materials and Supplies	26			-516	105.1%	1,247
Conference & Meeting	69				0.0%	
Other Expenditures	8,579			6,480	32.3%	60,700
TOTALS	8,675			5,963	45.4%	61,947
CHANGE IN NET ASSETS	10,579			9,903	45.4%	3,211
FUND BALANCE	53,970					43,390

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

AUDIT FUND	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Local Governmental Sources	30,918	68,500	45.1%	27,193	13.7%	65,219
Investment Revenue		25	2.2%		2.2%	1
TOTALS	30,919	68,525	45.1%	27,193	13.7%	65,221
Expenditures						
Salaries	2,714	8,194	33.1%	2,362	14.8%	7,392
Employee Benefits	744	2,245	33.1%	781	-4.8%	2,283
Contractual Services	38,000	60,000	63.3%	54,305	-30.0%	77,305
TOTALS	41,458	70,439	58.8%	57,449	-27.8%	86,980
CHANGE IN NET ASSETS	-10,539	-1,914	58.8%	-30,256	-27.8%	-21,759
FUND BALANCE	-42,621					-32,082

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

LIABILITY, PROTECTION & SETTLEMENT	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Investment Revenue	-96	151,000	%	-25,168	-99.6%	-97,207
Other Revenues		35,000	0.0%			61,705
TOTALS	-96	186,000	%	-25,168	-99.6%	-35,501
Expenditures						
Salaries	61,311	197,025	31.1%	55,425	10.6%	176,356
Employee Benefits	122,430	341,444	35.8%	125,308	-2.3%	361,067
Contractual Services	7,154	45,000	15.9%	10,004	-28.4%	33,176
General Materials and Supplies	1,140	12,199	9.3%	2,265	-49.6%	11,801
Conference & Meeting	108	4,000	2.7%	23	357.9%	374
Fixed Charges	32,850	40,000	82.1%	41,207	-20.2%	46,138
Utilities	272	1,100	24.7%	362	-24.7%	1,086
Capital Outlay				5,145		5,145
TOTALS	225,267	640,768	35.1%	239,741	-6.0%	635,146
CHANGE IN NET ASSETS	-225,364	-454,768	35.1%	-264,910	-6.0%	-670,647
FUND BALANCE	4,744,746					4,970,110

Sauk Valley Community College
November 25, 2013

Agenda Item 2.7

Topic: **Disposal of Obsolete Equipment**

Presented By: **Dr. George Mihel and Alan Pfeifer**

Presentation:

In the past the College has utilized local recycling centers for disposition of old computer hardware. The administration desires to recycle the computer hardware listed below as they are outdated, damaged and too costly to repair. Also, included are four desks that have been considered unusable since our last obsolete equipment approval.

Hewlett Packard Server
Telex Document Presenter
Miscellaneous IBM Servers
Miscellaneous Computers
Large Television Monitors
Four Desks

Recommendation:

The administration recommends the Board approve the equipment listed as obsolete to be disposed of properly.

Board Policy Review

Board Policies:

Board Policy 407.01 Approval Procedure for Instructional Faculty

408.01 Performance and Compensation of Administrative Personnel

409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination

407.01 Approval Procedure for Tenure for Instructional Faculty

Tenure will be granted upon recommendation of the President of the College with specific Board approval required in each individual case. A maximum of one additional probationary year may be approved by the President upon recommendation of the Academic Vice President. In such cases, the President shall notify the Board and the individual concerned in writing of the specific reasons for the additional year of probation, as well as the requirements to be fulfilled during that year.

2/12/79
11/26/07

408.01 Performance and Compensation of Administrative Personnel

1. Each member of the administrative staff shall have a job description which is reviewed, and if necessary, updated each year.

2. Each administrator shall be evaluated each year by his immediate supervisor and/or the President. Such evaluation shall include, but shall not be limited to, job performance as related to the job description, and the accomplishment of mutually agreed upon performance objectives, and the overall objectives of the College.

3. Annual salary recommendations for each administrator shall be made by the President to the Board and shall be based upon the annual evaluation.

2/12/79
12/19/83

409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination

A. Basic Term of Employment and Termination

Administrators shall be employed for a one-year term. The contract of employment may be renewed by Board of Trustees' action on or before April 1st of the year in which the contract expires. Absent action by the Board to renew the contract of employment, the administrator's employment shall terminate at the end of the term. No action by the Board shall be necessary to effect termination at the end of the term of the contract.

B. Contract Continuation

1. After three years of full-time employment by the College on successive one-year contracts, an administrator shall be eligible for a rolling two-year contract.

2. "Rolling two-year contract" means that the employee shall have a two-year term of employment, which is renewable annually.

3. If a rolling two-year contract is granted by the Board, annual renewal shall be in the Board's discretion upon recommendation by the President. Renewal shall be by April 1st each year.

4. In the event of non-renewal of the rolling contract by April 1st of the school year preceding the final year of the contract, the contract of employment of the administrator shall automatically terminate at the end of the then current two-year term. No further action by the Board shall be necessary to effect the termination.

C. Contract Termination During Term

Anything in the foregoing notwithstanding, the employment of any administrator may be terminated prior to the end of the term of the contract under which the individual is employed, under the following circumstances:

1. Dismissal for cause as defined in Board Policy 415.01
2. Economic or program retrenchment.

D. Expectation of Employment

No Administrator to whom this policy is applicable shall have any expectation of employment beyond the term of the current contract, in the absence of specific formal action by the Board of Trustees in open session, granting an additional term of employment.

E. Applicability

This policy shall apply to all administrators except for the President. The President shall have a separate contract with the College.

02/12/79
12/19/83
08/27/93
09/24/93
12/17/07
2/28/11

Sauk Valley Community College
November 25, 2013

Action Item 5.1

Topic: **2013 Tax Levy**

Presented By: **Dr. George Mihel and Melissa Dye**

Presentation:

State law requires us to file a tax levy with the county clerks by the fourth Tuesday of December. Attached is SVCC's proposed Certificate of Tax Levy for 2013. If approved, the estimated tax rate for 2013 will be approximately 44.49 cents per hundred dollars of equalized assessed valuation (EAV), up .75% from 44.16 cents in 2012. The following table compares the two years' levies and tax rates:

Fund	2012 Extension	2012 Levy Proposed	% Change	2011 Rate	2012 Rate Proposed
Education	$3,880,794	4,000,000	3.07%	$.2450	$.2450
Operations & Maintenance	475,199	500,000	5.22%	.0300	.0300
Protection, Health, Safety	751,075	800,000	6.51%	.0474	.0500
Liability, Protection, Settlement	0	200,000	100%	.0000	.0127
Social Security/Medicare	0	130,000	100%	.0000	.0083
Audit	71,437	72,000	.79%	.0045	.0046
TOTAL	**$5,178,505**	**$5,702,000**	**10.11%**	**$.3269**	**$.3506**
Bond & Interest	1,816,158	1,481,550	-18.42%	.1147	.0943
TOTAL	**$6,994,663**	**$7,183,550**	**2.70%**	**$.4416**	**$.4449**

Early information from the district's six county assessors indicates that the 2013 EAV will decrease about .8% from 2012, from $1,583,997,701 to $1,571,299,389. The actual tax base upon which our tax revenue is collected will not be determined until May 2014. Therefore, the request for tax revenue in the Education and Operations and Maintenance Funds needs to be set slightly higher than the anticipated actual base in order to provide the College with all of the tax revenue previously authorized by the public.

The Liability, Protection and Settlement and the Social Security/Medicare levies are set at $200,000 and $130,000 which is not the full amount of expenditures but is decreased for 2013 to allow the Bond and Interest levy to use that levy capacity. This additional capacity has allowed the College to bond for enough to fund the needed building renovations in the technology and science lab areas.

The Protection, Health and Safety levy equals the cost of the capital projects that the Board approved in October 2013. The Audit Fund levy is set at an estimate of audit costs for next fiscal year. The Bond and Interest levy is the amount needed to meet annual principal and interest payments on our funding and working cash bonds.

The following table provides a historical look at the SVCC tax rate and the corresponding cost to the taxpayers for a $100,000 home.

	2009	**2010**	**2011**	**2012**	**Estimate 2013**
SVCC Tax Rate	0.4425	0.4433	0.4419	0.4416	0.4449
$100,000 home (1)	$ 147.50	$ 147.77	$ 147.30	$ 147.20	$ 148.30
EAV adj. $100,000 home (2)	$ 152.07	$ 150.72	$ 148.92	$ 147.79	$ 147.11
CPI adj. $100,000 home (3)	$ 153.40	$ 145.55	$ 151.28	$ 152.06	$ 151.71

(1)This is the tax amount for a $100,000 home that does not increase in value annually.
(2)This is the tax amount for a $100,000 home that increases annually by the EAV % change.
(3)This is the tax amount for a $100,000 home that increases annually by the Midwest April to April CPI % change.

In addition to the statements made on the accompanying Certificate of Tax Levy, by approving this resolution the Board of Trustees also approves the following statement for GASB accounting purposes:

> **That the property tax levy adopted by the Board of Trustees for the calendar year 2013 to be collected in the calendar year 2014 be allocated 50% for fiscal year 2014 and 50% for fiscal year 2015.**

Recommendation:

The administration recommends the Board of Trustees approve the 2013 tax levy as presented.

Sauk Valley Community College
November 25, 2013

Action Item 5.2

Topic: **Bid Award - Purchase of Replacement Switches**

Presented by: **Dr. George Mihel, Alan Pfeifer, and Chris Shelley**

Presentation:

Currently, there are forty Cisco switches in fourteen wiring closets throughout the building that connect College and student devices to the local network and Internet services. All forty of the existing switches will be end of life in 2014 (software and security upgrades not supported). The majority of these switches are 9 years old. By replacing fourteen switches this year and the remaining twenty six over the next two years, all switches will be current. These switches allow us to run a combination of 10G and 1G connections (10G for day to day traffic and 1G for redundancy).

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*, and detailed specifications were sent to seven vendors. Five bids were received. Funds for this project are budgeted from funding bonds.

Network Hardware	$104,440.00
CDWG	$110,300.40
Netrix, LLC	$116,235.26
OM Office Supply, Inc.	$120,660.00
Commski, LLC	$128,822.46

Recommendation:

The administration recommends the Board approve the purchase of fourteen Cisco switches, eight uplink modules, and eight optical modules from Network Hardware in the amount of $104,440.00 to be paid from Funding Bonds.

Sauk Valley Community College
November 25, 2013

Action Item 5.3

Topic: **Recommendation for Bid Award – Blinds and Shades**

Presented By: **Dr. George Mihel and Frank Murphy**

Presentation:

As part of the 2013 Window Project, the existing customized window frames were removed and the concrete base repaired to eliminate leaks in second floor classrooms. The old window treatments (mini-blinds) do not fit on the new framing and require replacement.

A bid announcement was placed in the *Dixon Telegraph*, and the *Sterling Daily Gazette* and bid documents were sent to eight vendors. Three bids were received. The new window treatments will consist of mini-blinds for the general classrooms and roller shades for the radiology, nursing and physics classrooms. Funds for this purchase and installation are budgeted in the PHS 2013 Window Replacement project.

Company Name	Blinds	Shades	Total
Contract Décor, Inc., Chicago	$3,260	$8,100	$11,360
Building Outfitters, Lake Zurich	$5,075	$10,315	$15,390
A&A Flooring, Sterling	$9,046	$17,739	$26,785

Recommendation:

The administration recommends the Board approve the bid for the purchase of 44 blinds and 55 roller shades from Contract Décor, Inc. in the total amount of $11,360 to be paid with Protection, Health and Safety funds.

Sauk Valley Community College
November 25, 2013

Action Item 5.4

Topic: **Bid Award - Purchase of Desktop Computers**

Presented by: **Dr. George Mihel, Alan Pfeifer, and Chris Shelley**

Presentation:

We have developed a computer replacement plan that will replace employee and academic lab computers every 6-7years. This plan will be reviewed bi-annually to adjust for changes in technologies. To begin that replacement plan, we currently have thirty computers that are 7-8 years of age and need to be replaced.

In the summer of 2012 the developmental mathematics program was redesigned toward teaching developmental math in the emporium model; a model that includes the use of computer based technology and mentoring/facilitating. In spring 2013 we tested the curriculum rewrite and are presently using that curriculum this fall. For spring we will be using the math lab for all developmental math classes and be piloting the emporium model. Student of various mathematical abilities will share a "class" and independently proceed to college level math competency through the use of computer software in a lab while an instructor/mentor is present. This model is already being used by several Illinois community colleges with a success level of approximately 70%. The money for the computers/monitors was part of the project plan for the redesign and implementation of our developmental mathematics program. Equipment in the lab will also be used for our Applied Mathematics and Statistics courses.

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*, and detailed specifications were sent to four vendors. The bid document included computers for the campus and math lab plus monitors for the Mathematics Lab. One bid was received. Funds for this project are budgeted from funding bonds.

CDWG	$67,285.60

Recommendation:

The administration recommends the Board approve the purchase of seventy desktop computers and forty monitors from CDWG in the amount of $67,285.60 to be paid from Funding Bonds.

Sauk Valley Community College
November 25, 2013

Action Item 5.5

Topic: **Auditor Request for Proposal**

Presented By: **Dr. George Mihel and Melissa Dye**

Presentation:

McGladrey LLP has satisfactorily performed the audits of the College financial statements for the past five years and has maintained a good working relationship with the Business Office. The College would have normally requested RFP's in 2012 but due to the issues with the Foundation's LLC, McGladrey LLP were kept as the college auditors for the next two years. Auditing fees for the last five years are listed below:

		2009	2010	2011	2012	2013
College Auditing fees		60,676	66,675	58,087	66,805	65,784

The Foundation LLC issues have been settled so the College would like to send out requests for proposals for the College as well as the Foundation's auditing services for the next three years.

Recommendation:

The administration recommends the Board allow the College to send out requests for proposals for auditing services.

Sauk Valley Community College
November 25, 2013

Action Item 5.6

Topic: **Illinois Local Debt Recovery Program**

Presented By: **Dr. George Mihel and Melissa Dye**

Presentation:

The Illinois Local Debt Recovery Program has been set up by the Illinois Comptroller's office to assist local governments in collecting unpaid debt at no fee to the College. Funds are collected from State Tax Refunds, Lottery Winnings and any other allowable state payments. Funds collected are set into a special fund so they are not subject to the state payment delays. The College feels that this program will significantly reduce the College's bad debt expense which was approximately $78,000 in FY13.

Recommendation:

The administration recommends the Board signs the intergovernmental agreement allowing the College to participate in the Illinois Local Debt Recovery Program.

Sauk Valley Community College
November 25, 2013

Action Item 5.7

Topic:	**Board Policy 401.01 Personnel Classifications and Definitions – First Reading**
Presented By:	**Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, to update, remove unnecessary procedural language, and to clarify policies, the administration is requesting Board Policy 401.01 Personnel Classifications and Definitions for first reading.

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve the revised Board Policy 401.01 Personnel Classifications and Definitions for first reading.

401.01 Personnel Classifications and Definitions

A. Definitions

1. Contractual *e*mployees ~~Contractual employees~~ are hired by the ~~Board of Trustees~~ ***President*** for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the College or expectations that the College will continue the employment beyond the terms of the contract. These employees will not have academic rank, ***or tenure*** but shall be entitled to salaries and benefits as specified by the ~~Board of Trustees~~ ***President*** in a salary plan developed for use in their special circumstance. ~~Contractual employees may include personnel in any classification: administrative, professional/technical, faculty, support, or any other classifications used at the College.~~

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. ~~Said employees shall not be eligible for tenure.~~

If the ~~Board~~ ***President*** and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. ~~Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.~~

2. Full-time *e*mployees ~~Employees who~~ ***are scheduled and regularly*** work a full 40 hour week as in the case of ***administrators,*** support, and professional/technical staff or full load as defined by ~~a given administrative or instructional position.~~ ***the faculty contract. Employees who are scheduled and regularly work 30 hours or more per week are eligible for pro-rated benefits.***

3. Part-time *e*mployees ***are scheduled and consistently work less than 30 hours per week***. ~~Persons working less than a full workload as outlined in a written work agreement are considered part-time.~~ Faculty who teach ***eleven (11)*** ~~fewer than six (6)~~ credit hours ***per week or less per academic semester*** shall be considered part-time. ~~for the purposes of 401.01 (B) (3).~~

4. Permanent *e*mployees ~~-A permanent employee is a~~ ***are*** full-time or part-time employee*s* who ~~works~~ *work* on a continuing basis through the academic or calendar year.

5. Temporary (short-term) employee ***are employees*** ~~—An employee~~ appointed for a short period of time ***(less than one year)*** ~~and~~ ***who*** may be terminated at any time. ~~Temporary appointments are for periods of less than one year.~~

6. Term *e*mployee*s* ~~—A term employee is~~ ***are employees*** appointed for a specific period of time, normally for one year~~. Such~~ *A*ppointments automatically expire at the end of the agreed term.

7. ***Tenured Employees*** ~~—A tenured employee is one who~~ ***are employees who have*** ~~has~~ been granted tenure. Tenure applies to all full-time faculty members employed by the institution when qualified as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) ~~and is not related to a specific position.~~

~~However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.~~

B. ~~For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:~~

~~1. Confidential *e*mployee—Any employee who, (a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, (b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.~~

~~2. Managerial *employee*—An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.~~

~~**3. Part-Time Employee** - Part-time academic employees shall be defined as those employees who provide fewer than six (6) credit hours of instruction per academic semester.~~

~~3.~~ ~~4. Professional *e*mployee—An employee ***is*** engaged in work (a) predominantly intellectual and varied in character as opposed to routine, mental, manual, mechanical, or physical; (b) involving consistent exercise of discretion and judgment in its performance; (c) of such a character that the output produced or the result accomplished, cannot be standardized in relation to a given period of time; and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual~~

~~instruction and study.~~

~~**5. Temporary (short-term) Employee** – An employee appointed for a short period of time and who may be terminated at any time. Temporary appointments are for periods of less than one year.~~

B. Classifications

The College staff is made up of the following personnel classifications or categories:

1. ~~Administrative Personnel~~ ***Administrators*** are ***twelve*** (12) month full-time professional staff members whose primary duties are managerial, ***confidential,*** and/***or*** supervisory in nature. ~~Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2).~~ Duties ***for administrators*** are ***also*** ~~those~~ described~~, inter alia~~, in policy 203.01.

2. Support *s*taff ~~– Support staff~~ include all clerical and maintenance personnel. Some support staff are confidential employees ~~as defined by 201.01 (B) (1).~~

3. Instructional *f*aculty ~~– All staff members whose~~ primary duties are instructional and instructional support. ~~Such persons~~ ***Instructional faculty*** are professional employees. ~~as defined in 401.01 (B) (4).~~

4. Professional/*t*echnical *s*taff ~~– Professional/technical staff are those who~~ work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

2/12/79
12/19/83
3/23/87
11/28/94

Sauk Valley Community College
November 25, 2013

Action Item 5.8

Topic: **Board Policy 517.01 Campus Security**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, to update, remove unnecessary procedural language, and to clarify policies, the administration has been working on the Board Policy 517.01 Campus Security.

We have had discussions with the Board about additional defensive tactics for our security officers. Based on those discussions and advisement from legal counsel, the administration is requesting that an additional Board Policy be adopted as 517.01 Campus Security Officers and the current Board Policy 517.01 be renumbered to 517.02 Campus Security. Appropriate procedures have been developed to support this additional potential Board Policy.

The recommended revisions are on the following pages.

Recommendation:

The administration recommends the Board approve the new Board Policy 517.01 Campus Security Officers and the revise the title/number of Board Policy 517.02 Campus Security for first reading.

517.01 Campus Security Officers

1. The College shall maintain a campus security office in order to promote a safe and secure learning and working environment for our students, faculty, and guests and to monitor and protect the property of the College. Campus Security officers are utilized to provide visible presence, to create an environment of safety and to respond to security incidents should they arise. The role of the Security Officer is to diffuse the situation and control any confrontation in the least aggressive manner possible. Security Officers are to contact law enforcement if there is any threat that may be harmful to persons or property located on campus.

2. For their protection and self-defense and the defense of others, Campus Security Officers are authorized to carry batons, handcuffs, and pepper spray. These security devices may only be utilized by Security Officers who are properly trained and certified to carry and use such security devices. A procedures manual outlining the circumstances under which progressive use of force may be used, which shall emphasize such use shall be for defensive purposes only, shall be developed by security personnel and approved by the College President.

517.02 Campus Security

1. Part 668 of Title 34 of the Code of Federal Regulations, "Student Assistance General Provision" obligates the College to provide certain information relating to campus security. The Dean of Institutional Research or his/her designee is assigned the principal responsibility to assure the College remains in compliance with federal law.

2. The College shall collect the information described below with respect to campus crime statistics for each calendar year, on the following crimes or offenses:

   a. Criminal Homicide: murder, non-negligent or negligent manslaughter
   b. Sex Offenses; forcible or non-forcible
   c. Robbery
   d. Aggravated Assault
   e. Burglary
   f. Motor Vehicle Theft
   g. Arson
   h. Liquor Law Violations
   i. Drug Law Violations
   j. Illegal Weapons Possession

The statistics will be reported for the three most recent calendar years, for the years in which the crimes were reported to a campus security authority. The College will report any crimes included in items A through G and any other reported crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

3. By October 1 of each year, the administration shall prepare, "an annual security report" and distribute either the report or a notice of its availability to all current students and employees, and to any applicant for enrollment or employment who requests the report. The annual security report shall contain the following information with respect to the College:

   a. A statement of current College policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the College's response to such reports.
   b. A statement of current policies concerning security of and access to campus facilities, and security considerations used in the maintenance of campus facilities.

c. A statement of current policies concerning campus law enforcement, including: (1) The enforcement authority of any security personnel at the College, with the working relationship between the College and state and local police agencies; (2) Any College policies which encourage accurate and prompt reporting of all crimes to appropriate police agencies and to any campus security personnel; and (3) any procedures that encourage professional counseling, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

d. A description of the type and frequency of programs designed to inform students and employees about campus security practices and procedures and to encourage students and employees to be responsible for their own security and the security of others.

e. A description of any program designed to inform students and employees about the prevention of crimes.

f. The statistics regarding crimes or offenses described in Clause 2 above.

g. The statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off campus locations of student organizations which are recognized by the institution, and that are engaged in by students attending the College.

h. A statement of College policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.

i. A statement of the College policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.

j. A description of any drug or alcohol abuse education programs that exist as otherwise required by federal law.

k. A copy of the College's policy regarding sexual assault programs aimed at the prevention of sexual offenses, and the procedures to be followed once a sex offense has occurred.

4. The administration shall make timely reports to students and employees regarding crimes described in Clause 2 above that are considered to be a threat to other students and employees. The reports will be given in a manner that will aid in the prevention of similar occurrences.

5. The statistics required in Clause 2 above shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, and the Federal Bureau of Investigation and the modifications in such definitions as is done pursuant to the Federal Hate Crimes Statistics Act.

6. The College will maintain a written, easily understood daily crime log that records the date a crime was reported; the nature, date, time and general location of each crime; and the disposition of the complaint, if known. Disclosure of certain portions of this information may be restricted under the Freedom of Information Act.

7/27/92
11/22/93
11/28/94
10/23/00
6/28/04
8/24/09

Sauk Valley Community College
November 25, 2013

Action Item 5.9

Topic: **President's Evaluation**

Presented By: **Board Chair**

Presentation:

The Board of Trustees has conducted an annual evaluation of the President.

Recommendation:

Board of Trustees to determine.